

7 JUL 1998

CHAPTER 3
APPENDIX F

SAMPLE LETTER OF AUTHORIZATION FOR DEPENDENT AMC SPACE AVAILABLE
TRAVEL IN CONJUNCTION WITH A BONA FIDE FAMILY EMERGENCY

FOR OFFICIAL USE ONLY

SSIC
Office Code
Date

From: Commanding Officer
To: Mrs. Jane M. Doe, Street Address, State ZIP

Subj: AMC SPACE AVAILABLE TRAVEL IN CONJUNCTION WITH FAMILY
EMERGENCY FOR DEPENDENTS OF SK1 JOHN M. DOE, USN,
000-000-000

Ref: (a) OPNAVINST 4630.25C (DoD 4515.13-R)

Encl: (1) Copy of American Red Cross notification of family
emergency (if available)

1. Due to the death (or serious illness) of your father in Anywhere City, Japan as confirmed by enclosure (1), you and your children (John Jr., age 4 and Jane M., age 2 years) are authorized AMC space available travel, category one, from Los Angeles, CA to Yokota AB, Japan and return in accordance with chapter 6, table 6-1, item 4 of reference (a). Space available travel is not authorized within the CONUS.

2. AMC flights depart from Los Angeles International Airport, Los Angeles, CA and Travis AFB on (list dates, if available). You and your children should report to the AMC counter and present your passport, ID card(s), visa and this letter in order to place your name on the waiting list for travel to Japan. A Customer Service Branch is located in the terminal to provide travel assistance if required. Each passenger is authorized two pieces of checked baggage and one carry-on piece on an AMC flight. Checked baggage may not exceed 62 linear inches (length plus width plus height) or 70 pounds for each piece. Carry-on baggage must fit under the seat and may not exceed 45 linear inches (length plus width plus height). You must also have sufficient funds to defray any miscellaneous expenses, including the cost of food and lodging, while awaiting transportation.

3. This authority for AMC space available travel expires on (60 days from the date of letter).

NAME
TITLE